

August 9, 2021

**NOTICE OF REQUEST FOR PROPOSAL  
FOR CDBG ADMINISTRATIVE & CONSTRUCTION MANAGEMENT SERVICES**

The City of Lexington, Nebraska is requesting a statement of proposal for CDBG Administrative Services for a CDBG-Emergent Threat Grant funded through the Nebraska Community Development Block Grant Program (Grant #20-EMCV-008). The City of Lexington has received funding for the St. Ann's Catholic Parish Hall Renovation. Anyone wishing to see supporting documentation for this project should contact the Lexington City Manager as noted below.

**PROPOSAL FORMAT**

The consultant shall provide three hard copies and one electronic copy of the proposal to the contact listed below by August 23, 2021 at 2:00 p.m.

Joe Pepplitsch, City Manager  
City of Lexington  
P.O. Box 70  
Lexington, NE 68850  
jpepp@cityoflex.com

**PROJECT ORGANIZATION (20 Points):**

Please provide consultant information as to name(s) of key personnel who would be providing the service, as well as, address, phone numbers, and office location where the majority of the day-to-day work would be performed.

**EXPERIENCE (40 Points):**

Consultant should provide a brief description of projects similar to the work to be performed that have been completed within the past three years. Specialized experience in administration of CDBG grants involving a sub-recipient will be given preference. The capacity of the consultant to work within the time limitations will be a factor in award of this administration.

**REFERENCES (20 Points):**

Names, addresses, and telephone numbers for each contact in the projects completed need to be included as reference for past projects.

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**SCOPE OF SERVICES AND CONTRACT COST (20 Points):**

Consultant should provide a Scope of Services to be performed in administration of this CDBG contract, as follows:

- Activity 1) Environmental Review
- Activity 2) Fair Housing Activities
- Activity 3) Special Conditions for Release of Funds
- Activity 4) Preparation of Semi-Annual Reports
- Activity 5) Preparation of Drawdowns
- Activity 6) Construction Management
- Activity 7) File Maintenance/Prepare for Monitoring

A cost for each task must be specified. A total fixed cost for fees should be included in the Scope of Services.